

**Office of Court Administration**  
**At a Glance - Allowable Travel Costs**  
**Workgroup Committee Members and Judicial Officers**

When traveling on official state business, workgroup committee members and judicial officers are entitled to reimbursement for the following:

<b>Type of Expense</b>	<b>Special Provisions</b>	<b>Original Receipt Required</b>
Public Transportation, Taxi fare	None	No
Public Transportation, Airfare	Use state contracts, unless not available	Yes
Public Transportation, Rental Car	None	Yes
Mileage	\$0.575 per mile (effective 1/1/15) \$0.565 per mile (effective 9/1/13 – 12/31/14)	No
Meals, Overnight Travel	<b>Workgroup committee members*</b> may be reimbursed for <b>actual</b> meal charges <b>up to</b> \$71 for travel to Austin, as authorized by the GSA website. **  <b>Judicial officers</b> may be reimbursed for <b>actual</b> meal charges <b>up to</b> \$142 (double the amount) shown on the GSA website for travel to Austin. ***  Under Texas law, gratuities, meals for others, and alcoholic beverages may not be reimbursed.	Yes  <b>Receipts must be itemized.</b>
Lodging  <i>Note: Limits on lodging rates do not include hotel taxes (see Incidental Expenses, below)</i>	<b>Workgroup committee members*</b> may be reimbursed for <b>actual</b> lodging charges up to \$139 (1/1/15 – 3/31/15) or \$126 (4/1/15 – 8/31/15 for travel to Austin, as authorized by the GSA website. **  <b>Judicial officers</b> may be reimbursed for <b>actual</b> lodging charges <b>up to</b> \$278 (1/1/15 – 3/31/15) or \$252 (4/1/15 – 8/31/15 for in-state travel. ***	Yes  <b>Receipts must show the address for the lodging establishment; indicate payment paid; and show a zero balance due.</b>
Parking	None	No
Incidental Expenses	Hotel Taxes  Rental Car Gasoline  Toll Road Charges	Yes  Yes  Yes

\*Workgroup committee members must have approval and a signed written agreement from OCA for reimbursement prior to travel for reimbursement.

\* \*In accordance with the 83<sup>rd</sup> Legislature, General Appropriations Act, Art. IX, Section 5.05.

\*\* \*83<sup>rd</sup> Legislature, General Appropriations Act, Art. IX, Section 5.06 (Reference Govt Code, Sec. 660,203.)